



# Minutes of the NOAA Small Boat Safety Board Meeting

## October 12, 2006

### Via Teleconference



Minutes of Small Boat Safety Board (SBSB) Meeting

Date: Thursday, October 12<sup>th</sup>, 2006

Time: 13.00 (ET)

Board members present:

- Mark Miller (SBSPC)
- Dennis Thaute, OLE
- Wayne Hoggard, NMFS (SE Region)
- Dana Wilkes, NOS
- Dennis Donahue, OAR

Board members not present:

- Chad Yoshinaga, NMFS (PI Region)

Subject Matter Experts:

- Dirk Taylor
- Derek Sutton

Contractors present:

- Nico Corbijn, BMT Designers & Planners, Inc. PM

Agenda Items discussed:

1. General report from the Small Boat Safety Program Coordinator on document status.

*Lt. G. Mark Miller reported on the status of various documents that are pending review by NMAO (Paul Parsons). These documents include:*

- *Small Boat Safety Board charter (presented August 22, 2006)*
- *NAO 209-XXX (presented August 24, 2006)*
- *Inspection Criteria Requirements for Small Boat (including Checklists) (presented August 24, 2006)*

*Lt. G. Mark Miller also reported that the Small Boat Program was listed as a mid-priority project (number 31 out of 50) for the 5-year budget plan (2009 – 2013).*

2. Final review of the PFD policy review version "Q" dated 9-29-2006.

- *Version "Q" of the Personal Flotation Devices policy was discussed. It was decided by the SBSB that only PFDs approved for "commercial use" (according to the USCG approval label) would be permitted for use onboard NOAA small boats. "Recreational use" PFDs would be phased out in due time following approval of the PFD-policy.*
- *Definitions in the PFD policy would be modified to reflect the verbiage of 46 CFR.*
- *Line Office representatives would poll law enforcement units in their Line Offices to determine which PFD requirements are met when performing law enforcement missions.*



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- Version "R" was distributed for review for return to Mark Miller by October 20, 2006.

3. Progress on Training Course

*Mark Miller reported that Pat Patana and Chad Yoshinaga were actively working on finalizing the Team Coordination Training and Risk Assessment sections of the NOAA component for the Small Boat Operator training course.*

*Approval of the NAO 209-XXX is paramount to finalizing and implementing the new training course, since the present NAO 217-103 does not require the enhanced level of necessary training.*

4. NOAA Small Boat Policy

*No progress was reported on the NOAA Small Boat Policy, largely due to the fact that NAO 209-XXX was held up by the NMAO review process.*

5. Review and update of Plan of Action and Milestones.

*The POA&M was reviewed and updated.*

6. Set time and date for next SBSB meeting.

*A tentative meeting is scheduled for Monday, October 30<sup>th</sup>, from 10.00AM – 12.00 noon (PT) / 1.00PM – 3.00PM (ET). This meeting will be conducted via conference call and on-line support.*



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Small Boat Safety Program Plan of Actions and Milestones (UPDATED: October 12, 2006)			
Actions	Milestones	Due Dates	Responsible
NAO 209-XXX Completed: 90%	Completion of final version	03/17/2006 – Done	Nico Corbijn
	Review/Approval of final version	03/24/2006 – Done	Voting members of SBSB
	Submission of final version to NMAO (Paul Parsons)	03/31/2006 – Done	Voting members of SBSB Nico Corbijn
	SBSB revisit of final version and return to NMAO (Paul Parsons)	08/16/2006 - Done	SBSB
	NAO final review		NMAO (Paul Parsons)
Personal Flotation Devices Policy Completed: 90%	Completion of final version	03/17/2006 – Done	Nico Corbijn
	Review/Approval of final version	03/24/2006 – Done	Voting members of SBSB
	Submission of final version to NMAO (Paul Parsons)	03/31/2006 - Done	Voting members of SBSB Nico Corbijn
	NMAO (Paul Parsons) / Policy board review	07/01/2006 - Done	NMAO (Paul Parsons)
	SBSB Review and return with comments	10/30/2006 – In progress	SBSB
	Policy final review		NMAO (Paul Parsons)
NOAA Small Boat Policy (NSBP) Completed: 30%	Completion of first draft		SBSB Committees Nico Corbijn
	Review of policy Set strategy to complete NSBP	11/29/2006	Line Offices/LOSBOS
Operational Risk Assessment (ORA) Completed: 95%	Draft version of ORA Form presented to SBSB	04/28/2006 - Done	Wayne Hoggard
	ORA Form Review by SBSB	05/5/2006 - Done	SBSB / SBSPC
	Field testing of ORA Form and instructional documentation	07/7/2006 - Done	Line Offices
	Field testing results of ORA Form reviewed by SBSB	08/01/2006 - Done	SBSB / SBSPC



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## Small Boat Safety Program Plan of Actions and Milestones (UPDATED: October 12, 2006)

Actions	Milestones	Due Dates	Responsible
	Final version of ORA Form promulgated to SB Fleet for implementation	Awaiting approval of SBSB Charter	SBSB
Operator Training Course Completed: 50%	Provide content for USCG Aux. Boating Skills & Seamanship (BS&S) Course to Pat Patana and Nico Corbijn	03/24/2006 – Done	John Shanahan Jack Burks
	Provide instructor and content for Team Coordination Training (TCT) course to Pat Patana and Nico Corbijn	03/24//2006 – Done	Doug Schleiger
	Provide list of Line Office Participants to Paul Parsons, Mark Miller, Jack Burks and Nico Corbijn	3/31/2006 – Done	Line Office SBSB members
	Review and Publish Course Content	4/14/2006 - Done	Pat Patana, Mark Miller, Jack Burks Nico Corbijn
	Training Operator Course	4/24 – 4/28/2006 – Done	Pat Patana, Jack Burks, John Shanahan
	Law Enforcement PQS standards distribution	5/11/2006 – Done	SBSPC Dennis Thaute
	OLE PQS review to SBSPC	7/06/06	SBSB
	Finalize NOAA component	Awaiting funding	SBSB
	Implement part 1 and 2 of Small Boat Operator training curriculum	Awaiting funding	SBSPC
	Draft PQS (part 3) minimum standards requirements (including examples)	02/2007	SBSB
Small Boat Website Completed: 15%	Temporarily Disable Access to Website	Cancelled	Paul Parsons
	Website reviewed	6/01/2006 – In Progress	SBSB / SBSPC
	Website updated	7/13/06 – No progress	Dan Price
	Monthly update to Website	No progress	SBSPC



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## Small Boat Safety Program Plan of Actions and Milestones (UPDATED: October 12, 2006)

Actions	Milestones	Due Dates	Responsible
	Web integrated database, float plan, and accident reporting system	Awaiting funding – summer 2007	SBSPC
Small Boat Inspection Report (SECO) Continuous	Monthly updates provided to SBSPC	1 <sup>st</sup> of the month	Line Offices
Small Boat Inventory Completed: 80%	Initial Fleetwide Update	6/1/2006	SBSPC
	Quarterly Updates	1 <sup>st</sup> day of the quarter (Jan./Apr./Jul./Oct.)	SBSPC